



**CITY OF SOUTH PASADENA  
SOUTH PASADENA TOURNAMENT OF ROSES REGULAR MEETING**

**MINUTES  
TUESDAY, MAY 7, 2024 AT 7:00 P.M.**

**CALL TO ORDER:**

The Regular Meeting of the South Pasadena Tournament of Roses Committee was called to order by Chair Donnelly on Tuesday, May 7, 2024, at 7:01 p.m. The City Council Chambers are located at 1424 Mission Street, South Pasadena, California.

**ROLL CALL:**

**PRESENT**

Chair	Ed Donnelly
Treasurer & Souvenir Chair	Sandy Fielding
Decoration Chair	Janet Benjamin
Decoration Assistant	Leland Glauz
Digital Media Chair	Chris Metcalf
Golf Tournament & Nominations Chair	Alan Vlacich
Publicity Chair	Karie Reynolds
Non-Voting Member	Lary Chiles
Non-Voting Member	Rob Benjamin
Mayor	Evelyn Zneimer

**ABSENT**

Design Chair	James Jontz
Direct Mail & Marketing Chair	Wende Lee
Secretary	Courtney Quinn
Non-Voting Member	Sara Cibak
Non-Voting Member	Bill Cullinane
Non-Voting Member	Bill Glazier
Non-Voting Member	Steve Inzunza
Non-Voting Member	Sharon Mitchel

Ed Donnelly, Chair, announced a quorum.

**CITY STAFF PRESENT:**

Sheila Pautsch, Community Services Director; Lucy Hakobian, Community Services Deputy Director; Melissa Snyder, Community Services Supervisor were present at Roll Call.

**PLEDGE OF ALLEGIANCE:**

The Flag Salute was led by Committee Chair Donnelly.

**PUBLIC COMMENT**

**1. PUBLIC COMMENT - GENERAL (NON-AGENDA ITEMS)**

None

**ACTION/DISCUSSION**

**2. MINUTES OF THE SOUTH PASADENA TOURNAMENT OF ROSES COMMITTEE MEETING OF APRIL 2, 2024.**

Recommendation

It is recommended that the Committee review and approve the April 2, 2024, Meeting Minutes.

**COMMITTEE ACTION AND MOTION**

A motion was made by Digital Media Chair Metcalf, seconded by Decoration Chair Benjamin and approved by roll call vote to approve Item No. 2. The motion carried 7-0-3-0, by the following vote:

- AYES:** Donnelly, Fielding, Benjamin, Glauz, Metcalf, Vlacich, Reynolds
- NOES:** None
- ABSENT:** Quinn, Jontz, Lee
- ABSTAINED:** None

**3. MAY 2024 FINANCIALS OF THE SOUTH PASADENA TOURNAMENT OF ROSES COMMITTEE**

May 2024 Financials were presented by Treasurer/Souvenir Chair Fielding. Ending totals for April 2024 for the Checking Account reflected \$5,915.25, the Checking 501c3 reflected \$94,306.99, and Savings 501c3 reflected \$128,065.04.

Recommendation

It is recommended that the Committee review and approve the May 2024 Financials presented by Treasurer/Souvenir Chair Fielding.

**COMMISSION ACTION AND MOTION**

A motion was made by Decoration Assistant Glauz, seconded by Digital Media Chair Metcalf, and approved by roll call vote to approve Item No. 3. The motion carried 7-0-3-0, by the following vote:

- AYES:** Donnelly, Fielding, Benjamin, Glauz, Metcalf, Vlacich, Reynolds
- NOES:** None
- ABSENT:** Quinn, Jontz, Lee
- ABSTAINED:** None

**4. EVENT & SITE CHAIR REPORT:** None

**5. DESIGN CHAIR REPORT:** Chair Donnelly reported on behalf of Design Chair Jontz and asked for the buildable rendering from Renee for the next meeting.

6. **CONSTRUCTION CHAIR REPORT:** None
7. **DECORATION CHAIR REPORT:** Decoration Chair Benjamin provided an update and gave additional comments regarding the Yard Sale.
8. **SOUVENIR BOOTH REPORT:** Treasurer & Souvenir Chair Fielding reported on new koozie and sweatshirts available at the souvenir booth.
9. **TENT BANNER REPORT:** None
10. **YARD SIGN REPORT:** None
11. **DIRECT MAIL REPORT:** None
12. **CRUNCH TIME PARTY REPORT:** None
13. **RUMMAGE SALES REPORT:** Steve Fillingham provided an update on the rummage sale preparations. Decoration Chair Benjamin provided information regarding the Yard Sale and posters are available to be distributed. Sally Kilby also provided information regarding flyers being available to be distributed as well. Chair Donnelly also reminded the Committee they always need volunteers to assist with the rummage sale.
14. **MISCELLANEOUS FUNDRAISERS REPORT:** Steve Fillingham shared a recap regarding Cuatro de Mayo.
15. **RAFFLE TICKETS REPORT:** Golf Tournament & Nominations Chair Vlacich reported they are waiting on rendering.
16. **PUBLICITY CHAIR REPORT:** Publicity Chair Reynolds confirmed the local papers would be running information regarding the upcoming Yard Sale. Additionally, Sally Kilby informed the group that Andy Lipman would do a column on all the volunteer work and fundraising efforts of the Committee.
17. **DIGITAL MEDIA CHAIR REPORT:** Digital Media Chair Metcalf reported on insights for social media regarding the Quatro de Mayo posts. Digital Media Chair Metcalf provided an update regarding the new processing terminal and will continue to investigate its capabilities. Additionally, Metcalf shared information regarding Sierra Madre's drag queen bingo. The event was successful, and he recommended bringing the fundraising event to South Pasadena.
18. **GOLF TOURNAMENT REPORT:** Golf Tournament & Nominations Chair Vlacich requested that each committee member assist with publicizing the event. He recommended downloading the flyer and printing it to get people to sign up. Vlacich and Chair Donnelly recommended getting a few more volunteers to assist at the event. Sally Kilby recommended reaching out to local scout troops to assist with set-up and breakdown.

## COMMUNICATIONS

### 19. **CITY COUNCIL LIAISON COMMUNICATIONS**

Mayor Zneimer reported the success of the Quatro de Mayo fundraiser event. She also reported that there were no additional updates regarding the float barn.

**20. STAFF LIAISON COMMUNICATIONS**

None

**21. COMMITTEE CHAIR COMMUNICATIONS**

Chair Donnelly requested the Committee’s input on a comprehensive timeline to assist with staying on schedule. He also recommended creating short YouTube videos documenting the work of the Committee and requested all members to assist by completing interviews with each. Chair Donnelly requested that all Committee chairs work together to create a master contact list.

**22. CONTINUED PUBLIC COMMENT - GENERAL**

None

**ADJOURNMENT**

There being no further matters, Chair Donnelly adjourned the meeting of the South Pasadena Tournament of Roses Committee at 7:27 P.M. to the next Regular Community Services Committee Meeting scheduled for June 4, 2024.

Respectfully submitted:

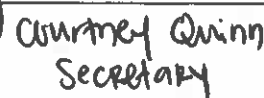


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Melissa Snyder  
Community Services Supervisor

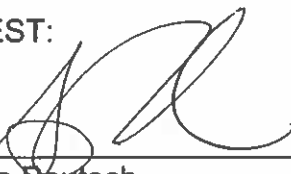
APPROVED:



\_\_\_\_\_  
Ed Donnelly  
Chair

  
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Courtney Quinn  
Secretary

ATTEST:



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Sheila Pautsch  
Community Services Director

*Approved at South Pasadena Tournament of Roses Committee Meeting: August 6, 2024*